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3  
EXTENSION HANDBOOKS AVAILABLE IN LIBRARY

NATIONAL WORKSHOP FOR STATE HOME DEMONSTRATION LEADERS  
OKLAHOMA A. & M. COLLEGE, STILLWATER, OKLAHOMA  
January 20-30, 1953

States submitting extension handbooks and  
guides used by all county extension agents:

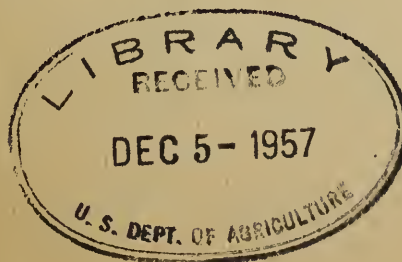
Alabama	New York
Georgia	Ohio
Iowa	Oregon
Kansas	Rhode Island
Kentucky	South Carolina
Maine	South Dakota
Maryland	Tennessee
Michigan	Texas
Missouri	Wisconsin
New Mexico	Wyoming
New Jersey	

States submitting extension handbooks and  
guides for home demonstration agents:

Connecticut	Illinois
Georgia	Kentucky
New Hampshire	
Texas	

States submitting extension handbooks and  
guides for newly appointed agents:

Illinois	Missouri
Indiana	New York
Kansas	Texas
Louisiana	Washington
Wisconsin	





## COMMENTS ON EXTENSION HANDBOOKS

More than 30 Extension handbooks have been received from 27 States, as listed on the reverse side of this page. Several States are in the process of revising handbooks and did not wish to display their handbooks of earlier date. The handbooks received deal largely with --

Objectives and purposes	Privileges and restrictions
Laws governing the Extension Service	Office management
Relationships, Federal, State, and county	Records and reports
Duties and responsibilities of extension personnel	General information relating to organization, programs, and methods

On pages 212-215, Report of Home Demonstration Leaders' Workshop, Purdue University, March 3-16, 1948, can be found a complete compilation of items in handbooks on display at the Purdue Workshop. Most of the handbooks displayed today are revisions of the 1948 editions and are better organized in format and content.

It is evident that State extension administrators and supervisors recognize the need for more simplified guides and instructions for the large number of agents without previous extension experience who are being appointed today. More States than are represented in the display have prepared such circulars. These have been designated under such titles as --

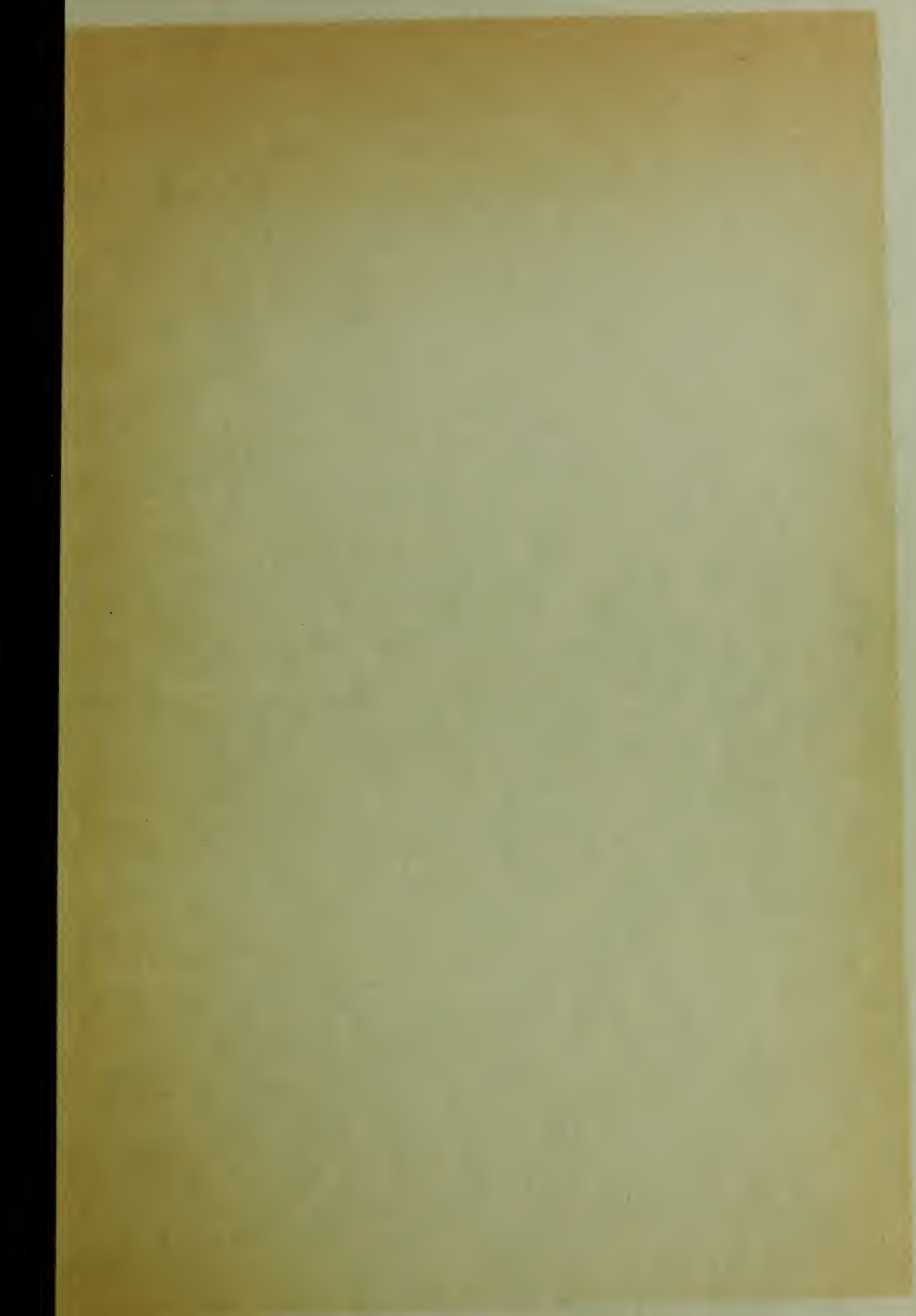
Your Appointment	Procedures for New Extension Agents
This Is Extension	Outline for Helping Beginning Agents
A Primer for Home Demonstration Agents	Suggestions for New Agents
On the Job Training	Handbook for Apprentice and Newly Appointed Agents

Frequent reference to the extension handbooks used by all agents is made in these guides for new agents.

The several handbooks prepared especially for home demonstration agents feature more detailed information on programs of work, projects, organization of county and community home demonstration groups, and extension methods than is usually included in the extension handbooks used by all agents.

Suggestions and information concerning Extension policies and directives in connection with regulatory business, when made clear in a convenient handbook, can enhance better understanding on the part of a county extension worker as to what is expected of him. Effective communications is not order-giving but a joint process. Much of the material in the extension handbooks has been developed as the result of the experience of State and county extension workers, dealing with each other over a period of years and with much consultation. Communication about organizational and personnel policies is essential to every sound human relationship, and to the coordination of effort.

Madge J. Reese, Field Agent



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